



Peter Lalor Secondary College

Mobile Phones

Student Use



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Peter Lalor Secondary College on 03 9464 0122 or peter.lalor.sc@education.vic.gov.au.

PURPOSE

To enact the direction of the DET of Education and Training (DET) policy requirements and expectations relating to students using mobile phones and other personal mobile devices (e.g. smartwatch, iPad) during school hours.

SCOPE

This policy applies to:

1. This policy applies to all students at Peter Lalor Secondary College, and,
2. Students' personal mobile phones mobile phones and other personal mobile devices (e.g. smartwatch, iPad) brought onto school premises during school hours, including recess and lunchtime.

DEFINITIONS

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

A personal mobile device is a device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images. Examples include smartwatches and iPads.

POLICY

Peter Lalor Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Peter Lalor Secondary College:

- students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, including recess and lunch breaks.
- students who choose to bring other personal mobile devices to school must have the notifications switched off
- exceptions to this policy may be applied if certain conditions are met (see below for further information)
- when emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's [Mobile Phones — Student Use Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Peter Lalor Secondary College during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile phones owned by students at Peter Lalor Secondary College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Example School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Peter Lalor Secondary College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Peter Lalor Secondary College students are required to store their phones either in their lockers, in a mobile phone locker located in the classroom, or handed into the SEW office to be placed in a lockable cupboard.

Enforcement

At Peter Lalor Secondary College inappropriate use of mobile phones and personal mobile devices is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in a way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without permission
- to capture video or images in the school toilets, changing rooms or swimming pools and gyms
- during tests or assessments
- any other manner deemed inappropriate by the principal

PLSC staff trust that students will do the right thing and adhere to the policy, however are strict in following up if a student is in breach of this policy. The following consequences apply:

First occurrence of breaching mobile phone policy:

- The student will have their mobile phone confiscated, it will be securely stored in the Student Engagement and Wellbeing (SEW) Office.
- A parent will be notified about the breach of policy.
- Phone will be returned to the student at 3.30pm (30 minutes after school day has finished) or a parent can come and collect the phone at any time during the day.

Second occurrence of breaching mobile phone policy:

- The same consequences for the first offence will apply.
- The student will also be required to hand their phone into the SEW office at the beginning of the day for the next two weeks.

Subsequent occurrences of breaching mobile phone policy:

- A meeting may be scheduled to discuss the concerns. Additionally, the student will be required to hand their phone onto the SEW office at the beginning of the day for the rest of the term.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o health and wellbeing-related exceptions; and
 - o exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones — Student Use Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones — Student Use Policy](#) are:

1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, lesson plan
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Education Plan

2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	Compass

3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation/Event/Compass
Students on excursions and camps	Risk assessment planning documentation/Event/Compass
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation/Event/Compass
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation/Event/Compass

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted. Should a student with an exception use their phone in a manner deemed inappropriate their exemption may be revoked.

Camps, excursions and extracurricular activities

Peter Lalor Secondary College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones and personal mobile devices.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on our school's website
- included in staff induction and child safety training processes
- discussed at staff briefings/meetings as required
- included in our staff handbook/manual
- included in transition and enrolment packs
- discussed at parent information nights/sessions
- hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Peter Lalor Secondary College Policies:

- Bullying Prevention
- Digital Technologies
 - Find these at <https://peterlalom.vic.edu.au/policies/>

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Mobile Phones — Student Use Policy](#)
- [Claims for Property Damage and Medical Expenses policy](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	03 rd September 2024
Consultation	School Council October 28 2024
Approved by	Principal
Next scheduled review date	Before October 2026